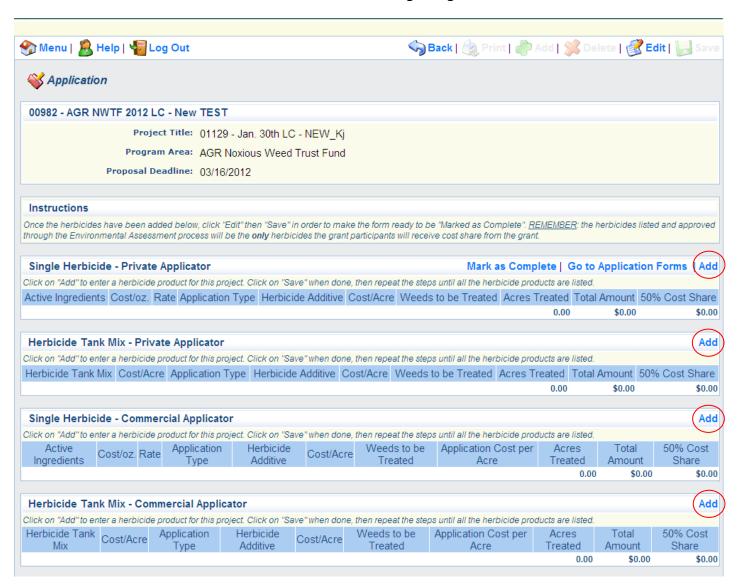
Instructions – Herbicide Worksheet

The herbicide worksheet is broken into four sections. The "Private Applicator" sections are for herbicide costs associated with <u>landowners applying</u> a single herbicide or a tank mix of herbicides to their own land. The "Commercial Applicator" sections are for herbicide costs associated with landowners who <u>will be hiring</u> a commercial applicator to apply the herbicide(s) to their land.

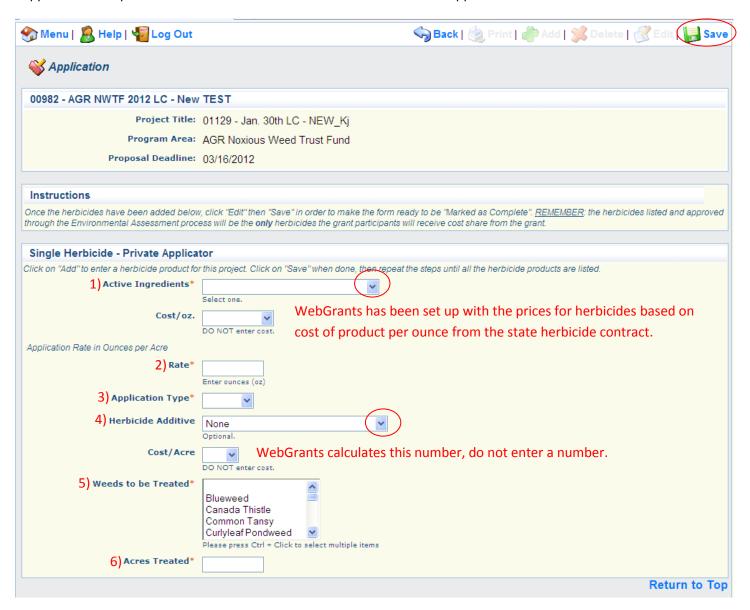
Click on "Add" in one of the herbicide sections to start adding a single herbicide or a tank mix of herbicides.



To enter a <u>Single Herbicide</u> for your project follow the steps below:

- 1) Click on the dropdown list for the herbicide Active Ingredients allowed for Trust Fund projects. Select a herbicide.
- 2) Then enter the rate to be used in <u>ounces</u> of product per acre. For example, a rate of 1 pint/acre should be entered as 16 ounces/acre or 1 quart/acre should be entered as 32 ounces.
- 3) Select an application type.
- 4) Click on the dropdown list for herbicide additives if you plan to use one with the selected herbicide.
- 5) Select a weed to be treated or select multiple weeds. To select multiple weeds, press & hold down the Ctrl key on your key board while selecting the weeds to be treated.
- 6) Enter the number of acres that will be treated with the herbicide and additives. Click "Save" when done.

The steps are similar for Single Herbicide – Commercial Applicator, except there is one additional box to complete called "Application cost per acre". Enter the dollar amount for the commercial applicator to treat the noxious weeds.



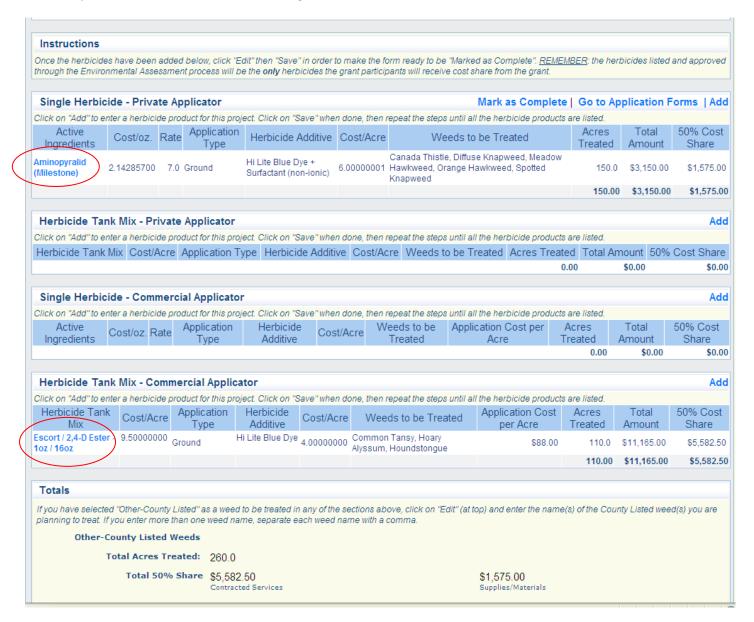
Entering a Herbicide Tank Mix for your project is similar to the Single Herbicide steps except the rate is listed on the same line as the products. You do not enter the rate/acre for the products. For example, the red arrow at the top of the list, is pointing to Chaparral/2,4-D Amine – 3.3oz/32oz that is saying for this tank mix the herbicide Chaparral will be applied at 3.3 oz/acre and 2,4-D Amine will be applied at 32 oz/acre in the tank mix.

These are the approved tank mixes for Trust Fund projects. If your application has other tank mixes and single herbicides *you will have to make adjustments* in using only those herbicides listed in the dropdowns.



When finished with this entry, click on "Save". Repeat these steps until you are done adding herbicides to this form.

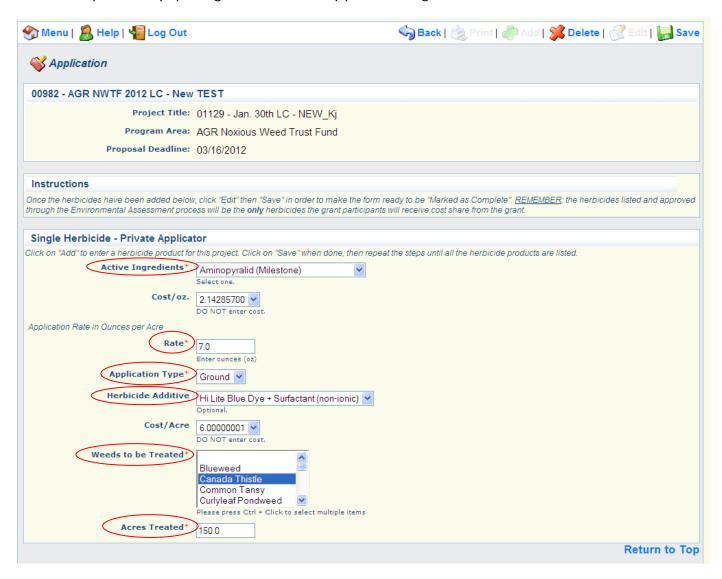
Now you can review, update, or delete a herbicide entry on this form by clicking on the name of the product(s) that are listed on your herbicide form. Continue to Page 5 of these instructions for more detail.



If you selected "Other-County Listed" in the Weeds to be Treated dropdown, you will need to list the other-county listed weeds that you plan to treat in this Trust Fund project.

Notice that WebGrants automatically adds the acres treated from the above sections and puts them in the "Total Acres Treated" box. The same is true for the total cost share dollar amount for Contracted Services (commercial applicator cost share) and Supplied & Materials (private applicator cost share). Those two totals are automatically inserted on the budget form. The matching amounts are not automatically entered and will need to be inserted by the applicant when completing the budget form.

If needed, you can update or delete this herbicide entry. Clicking on "Delete" will remove this entry from the herbicide form. But if you are only updating this herbicide entry you can change all the areas circled in red.



When you are done updating this entry, click on "Save". If you do not make any changes you can click on the "Back" button or the "Save" button.



If needed, Department staff will make adjustments to calculate herbicide costs to whole dollars. For example, the adjustment for this one would be to add \$0.50 to the Contracted Services. Once all herbicide information is entered for your project, click "Edit", "Save", and "Mark as Complete".

Instructions – Revegetation Worksheet

The Revegetation Worksheet is similar to the Herbicide Worksheet in how to enter a seed mixture. Click on "Add" to enter a seed mixture along with all the required information for this entry, click on "Save" when done with the entry. The applicant must enter the "50% Cost Share" total to the Supplies & Materials – Other, or Contracted Services – Other on the budget form. This form does not automatically move any information to the budget form. If your project <u>is not</u> requesting cost share for revegetation just click on "Mark as Complete".

